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MONTHLY TECHNICAL PROGRESS REPORT

for the period

July 1 – July 31, 2009

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
Consulting Environmental Engineers and Scientists

One Penn Plaza – 25th Floor • New York, New York 10119

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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
July 2009

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on July 9.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on July 17.

The Records Center Performance Measurements Reports were submitted to the TOAM on July 9.

The quarterly comprehensive statistical report for April 1 through June 30 was submitted to the TOAM on July 13.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,591 documents and edited 2,435 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:
Mare Island Shipyard

McCormick & Baxter Creosoting Co.
Rio Tinto Copper Mine

The site assessment Librarian IV received 7.7 lft. of new documents, and processed 33 new sites.

Circulation Department staff shelf-read approximately 113 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 5 site files, and shifted 2 lft of files to make room for new documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

29.6 lft. of documents were picked up from EPA regional offices. 10 Transfer of Records forms were processed.

12.3 lft. of documents were retrieved from the FRC. 97.9 lft. of documents were returned to the FRC.

18 new accessions (438.8 lft.) were sent to the FRC this month.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated July 20.

FRC Storage Report, updated July 20.

On-Site Storage Report, updated July 20.

Contracts On-Site Storage Report, July 2, 10, 17, 24, 29.

Staff checked 2.2 lft. of unindexed McFarland Study Area documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,959 documents (83,400 pages) during July and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 4 SCAP accomplishment documents during July.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Seventeen Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
01	09H1	ADVANCED MICRO DEVICES, INC.
00-01	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
05-06		
03	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)(2 pkgs)
00	091N	COOPER DRUM
00	09AG	DEL MONTE CORP. (OAHU PLANTATION)
00	Z9B6	GREKA 6802 PALMER ROAD
00	Z9CE	GREKA BELL LEASE COMPLEX SPILL
00	Z9BN	GREKA ENERGY ZACA
00	Z9BY	GREKA-GATO PONDS
00	Z9BS	GREKA OIL & GAS INC BELL 3 RELEASE
01	0917	IRON MOUNTAIN MINE
00	09LX	PRESERVATION AVIATION
04	09QZ	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
04	09QY	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
04	09RA	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
01	09K4	TRW MICROWAVE

Staff retrieved 23 cost packages/financial documents for EPA staff during July.

The Cost Package Documentation Index was updated on : July 2, 10, 17, 24, 29.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 20.7 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during

the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterix below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID#	OU	Site Name
09HH	00	58TH ST DRUM SITE
0982	01	ADVANCED MICRO DEVICES, INC.
09H1	01	ADVANCED MICRO DEVICES, INC.
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	09	AEROJET GENERAL CORP (RANCHO CORDOVA)
09QP	00	ALL METAL PROCESSING (BURBANK)
09ZZ	N/A	ALLIED TANK CLEANING
09DJ	00	AMCO CHEMICAL
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09ZZ	N/A	ANTELOPE VALLEY PESTICIDE SITE
09C6	00	APACHE POWDER CO
09C6	01	APACHE POWDER CO
0983	00	APPLIED MATERIALS
0983	01	APPLIED MATERIALS
09ZZ	N/A	APT METAL FABRICATORS
09ZZ	N/A	ASHLAND DISTRIBUTION CO
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09ZZ	N/A	BALAKLALA MINE
09ZZ	N/A	BALL METAL BEVERAGE CONTAINER CORP
Z9CC	00	BERCO OIL SPILL
09ZZ	N/A	BIRD BUILDING MATERIALS
091K	00	BISHOP CREEK BLM
09ZZ	N/A	BLACK DYKE MINE
09ZZ	N/A	BP PERFORMANCE POLYMERS
098B	00	BROOKSHIRE PLATING
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
09ZZ	N/A	BROWN FIELD HAZARDOUS WASTE SITE
09ZZ	N/A	CAL MANUFACTURING
09ZZ	N/A	CAL TRANS SERVICE YD
09RU	00	CANE VALLEY NAVAJO RADIOACTIVE STRUCTURES
09GY	01	CASMALIA PHASE II
09PQ	00	CASMALIA RESOURCES
09PQ	01	CASMALIA RESOURCES
09AQ	01	CENTRAL EUREKA MINE
09ZZ	N/A	CHEMICAL & PIGMENT CO
0935	00	COALINGA ASBESTOS MINE
09ZZ	N/A	CONTAINER INDUSTRY
09ZZ	N/A	CONTINENTAL HEAT TREATING
091N	00	COOPER DRUM
091N	01	COOPER DRUM*
09ZZ	N/A	CP PLATING

SSID#	OU	Site Name
09RR	00	CROWN CITY PLATING
09H5	01	CTS PRINTEX, INC.
09ZZ	N/A	CUBA MINE
09ZZ	N/A	DARLING DELAWARE
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	00	DEL MONTE CORP. (OAHU PLANTATION)
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	DEPARTMENT OF TRANSPORTATION (GARDENA)
095F	00	DODSON BROTHERS OIL COMPANY
09ZZ	N/A	EASY SEWING CO
09P8	01	EDWARDS AIR FORCE BASE
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
0962	01	FAIRCHILD SEMICONDUCTOR CORP (S SAN JOSE)
09ZZ	N/A	FALLON PEST CONTAINER DSPL SITE
09ZZ	N/A	FLUORINE HILL MINE
09ZZ	N/A	FORMER U P RAILROAD ROUNDHOUSE
093R	01	FRESNO AIR TERMINAL
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09ZZ	N/A	GARDENA VALLEY DUMP NO 4
093N	00	GARRETT CORP AIR RESEARCH
09RK	00	GOLDOME
Z9B6	00	GREKA 6802 PALMER ROAD
Z9CE	00	GREKA BELL LEASE COMPLEX SPILL
Z9BN	00	GREKA ENERGY ZACA
Z9BS	00	GREKA OIL & GAS INC BELL 3 RELEASE
Z9BY	00	GREKA-GATO PONDS
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09X6	01	HALACO ENGINEERING CO
09B8	00	HASSAYAMPA LANDFILL
09ZZ	N/A	HECO/CHEVRON PIPELINE OIL SPILL
09ZZ	N/A	HERON'S HEAD PARK
09H9	01	HEWLETT PACKARD, 620-640 PAGE MILL ROAD
0985	01	HEWLETT PACKARD, 1501 PAGE MILL ROAD
09J1	00	HEXCEL CORPORATION (LIVERMORE)
09ZZ	N/A	HOVANNISIAN PROPERTY
09ZZ	N/A	IMPERIAL METALS
0920	01	INDIAN BEND WASH NORTH
09ZZ	N/A	INDIAN ISLAND WIYOT TRIBE TABLE BLUFF RES (BROWNFIELDS)
09SM	00	INGOMAR AMMUNITION
0988	00	INTEL CORP (SANTA CLARA 3)*
0988	01	INTEL CORP (SANTA CLARA 3)
09J2	01	INTERSIL INC./SIEMENS COMPONENTS
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
09MX	04	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE*
09ZZ	N/A	JACKSON CONSTRUCTION LANDFILL
09ZZ	N/A	JALK FEE
09ZZ	N/A	JENKINS AUTO WRECKERS

SSID#	OU	Site Name
09ZZ	N/A	KAISER EAGLE MOUNTAIN
09ZZ	N/A	K D L PRECISION MOLDING CORP
09ZZ	N/A	KERN COUNTY DUMP
09ZZ	N/A	KERR-MCGEE CHEM CORP
09ZZ	N/A	LAWRENCE BERKELEY LABORATORY
0975	00	LAWRENCE LIVERMORE LAB (USDOE)
09S1	01	LAWRENCE LIVERMORE NATL LAB (SITE 300) (USDOE)
091A	00	LEVIATHAN MINE
09PU	01	LEVIATHAN MINE
09PV	01	LEVIATHAN MINE
09SE	00	LISTON BRICK COMPANY
0989	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LOVELOCK PEST CONTAINER DSPL SITE
09Q2	01	LUKE AIR FORCE BASE
09ZZ	N/A	MACCLATCHIE MFG CO
098P	00	MARE ISLAND NAVAL SHIPYARD
098P	01	MARE ISLAND NAVAL SHIPYARD
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
0941	00	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	01	MCFARLAND STUDY AREA*
09ZZ	N/A	METALITE MANUFACTURING CO
09M6	00	MEW STUDY AREA
09M6	01	MEW STUDY AREA
0987	01	MICRO STORAGE/INTEL MAGNETICS
09J4	00	MODESTO GROUND WATER CONTAMINATION
09J4	01	MODESTO GROUND WATER CONTAMINATION
0990	01	MONOLITHIC MEMORIES
0926	01	MONTROSE CHEMICAL CORP
0926	02	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	05	MONTROSE CHEMICAL CORP
09ZZ	N/A	MORENA VISTA REDEVELOPMENT PROJECT
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
0991	01	NATIONAL SEMICONDUCTOR CORP (SANTA CLARA)
09ZZ	N/A	NATOMAS AIRPORT
09AK	00	NAVAL COMPUTER & TELECOMMUNICATIONS AREA MASTER
STATION EASTERN PACIFIC		
09LU	00	NAVARRO PROPERTY
09QM	00	NE CHURCHROCK QUIVIRA MINES
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP

SSID#	OU	Site Name
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	ORANGE COUNTY REFINING CO WELL #3
09A7	01	ORDOT LANDFILL
09ZZ	N/A	ORLAND CLEANERS
09J6	01	PACIFIC COAST PIPELINES
09ZZ	N/A	PACKRAT MINE
091S	01	PEARL HARBOR NAVAL COMPLEX
09ZZ	N/A	PETALUMA COMMUNITYWIDE HAZARDOUS (BROWNFIELDS)
09ZZ	N/A	PETALUMA COMMUNITYWIDE PETROLEUM (BROWNFIELDS)
09ZZ	N/A	PHILLIP'S PLYWOOD
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09ZZ	N/A	PIER 94
09LX	00	PRESERVATION AVIATION
09ZZ	N/A	QUINN RIVER VALLEY
09ZZ	N/A	QUIVIRA MINES
0998	00	RHONE-POULENC, INC./ZOECON CORP
09ZZ	N/A	RIGHT CHOICE
09BY	00	RIO TINTO COPPER MINE
09J7	01	RIVERBANK ARMY AMMUNITION DEPOT
09ZZ	N/A	RIVERBANK DUMP SITE
09ZZ	N/A	ROSEBURG COMMERCE PARK (BROWNFIELDS)
09ZZ	N/A	S&S POLISHING & PLATING, INC
09ZZ	N/A	SAFE WAY CLEANERS
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09QB	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	00	SAN GABRIEL VALLEY (AREAS 1-4)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09PB	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SHAMROCK MINE
0994	01	SIGNETICS, INC
09J9	01	SOLVENT SERVICE, INC.
0942	00	SOUTH BAY ASBESTOS
0942	02	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09ZZ	N/A	SOUTHWEST PLATING (LOS ANGELES)
09K1	01	SPECTRA PHYSICS
09ZZ	N/A	STAUFFER CHEM CO RICHMOND
09ZZ	N/A	STOCKTON PLATING, INC
0901	01	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09ZZ	N/A	SUPERWAY CLEANERS
09ZZ	NA	SYLMAR FIRE
09K3	01	SYNERTEK, INC. (BUILDING 1)

SSID#	OU	Site Name
09ZZ	N/A	T & P MACHINE SHOP
0995	01	TELEDYNE SEMICONDUCTOR
09M7	00	TRAVIS AIR FORCE BASE
09M7	06	TRAVIS AIR FORCE BASE
09ZZ	NA	TRONA MERCURY
09K4	01	TRW MICROWAVE
09RF	00	TUBA CITY ABANDONED LDFL
09L9	01	TUCSON AFP 44
091C	02	TUCSON SOURCES
096Y	01	TUCSON WEST CAP
09R3	01	UNITED HECKATHORN CO
09ZZ	N/A	UOP INC FLUID SYSTEMS DIV
09RE	00	US COLLOIDAL TECHNOLOGIES INC
09K5	01	VALLEY WOOD PRESERVING INC.
0996	01	VAN WATERS & ROGERS, INC
09C1	01	WASTE DISPOSAL, INC.
09R4	01	WESTERN PACIFIC RAILROAD CO.
09ZZ	N/A	WHITE POINT GROUP
09ZZ	N/A	WILLIAMS RECYCLING CO
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	00	YUMA MARINE CORPS AIR STATION

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 91 requests for documents, performed 536 database searches in SDMS-C, and provided 6,754 documents for EPA staff and other requesters.

Thirty two indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on July 1 and July 2, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 10 FOIA requests totaling 27.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 1,235 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 400 pages off-site to a copy service. In addition, staff printed 93 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 32 requests for documents on CD-ROMs. 564,161 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterix below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID#	OU	Site Name
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	01	ABANDONED URANIUM MINES ON THE NAVAJO NATION
099R	02	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09H1	01	ADVANCED MICRO DEVICES, INC.
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09PC	00	ALTOONA MINE
09GU	00	ANACONDA COPPER CO (YERINGTON)
0934	01	ATLAS ASBESTOS MINE
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
091K	00	BISHOP CREEK BLM
09W3	00	BLUE WATER URANIUM MINE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
091N	01	COOPER DRUM
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)

SSID#	OU	Site Name
09CN	00	DUCK VALLEY PESTICIDE
09P8	01	EDWARDS AIR FORCE BASE
09ZZ	N/A	FALLON PEST CONTAINER DSPL SITE
09ZZ	N/A	FORT HUACHUCA
09SD	00	FOSTER'S PLATING
09H7	01	FRESNO MUNICIPAL SANITARY LANDFILL
09Q7	00	GEORGE AIR FORCE BASE
09B8	01	HASSAYAMPA LANDFILL
0920	01	INDIAN BEND WASH NORTH
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	01	IRON MOUNTAIN MINE
093Y	01	LAVA CAP MINE
091A	00	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	MANSFIELD CANYON MINES SITE
09M6	01	MEW STUDY AREA
0926	01	MONTROSE CHEMICAL CORP
0926	06	MONTROSE CHEMICAL CORP
09ZZ	N/A	MT LEMON AF STATION
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
0905	01	NINETEENTH AVENUE LANDFILL
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09BC	01	OMEGA CHEMICAL CORP
092S	01	OPERATING INDUSTRIES, INC., LANDFILL
092S	03	OPERATING INDUSTRIES, INC., LANDFILL
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09HV	04	OPERATING INDUSTRIES, INC., LANDFILL
09J6	01	PACIFIC COAST PIPELINES
09JM	00	PIONEER MILL COMPANY
09LX	00	PRESERVATION AVIATION
0979	01	SACRAMENTO ARMY DEPOT
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIONS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
0942	01	SOUTH BAY ASBESTOS
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09ZZ	N/A	SUNRISE MOUNTAIN LANDFILL
0957	00	TAPUTIMU FARM
0995	01	TELEDYNE SEMICONDUCTOR
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09L9	01	TUCSON AFP 44
096Y	01	TUCSON WEST CAP
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	VAN DUSEN'S CLEANERS
09RH	00	WAIANAE PERC AND PCBS SITE
09C1	01	WASTE DISPOSAL, INC.

SSID#	OU	Site Name
09R4	01	WESTERN PACIFIC RAILROAD CO.
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

The following ARs were compiled, copied, and sent to repositories in July:

San Fernando Valley (Area 1) North Hollywood OU AR Supplement 3, sent July 10
M-E-W Study Area, Vapor Intrusion/Indoor Air Pathway AR, Supplement 6, sent July 13
Aerojet General Corp. Perimeter Groundwater OU AR, sent July 16
Foster's Plating Removal AR, sent July 24

A deletion docket for Southern California Edison (Visalia Pole Yard) was compiled, copied, and sent to repository on July 31.

On July 6 and 29 staff met with EPA staff to conduct kick-off meetings for the Aerojet General Corp. and Sulphur Bank Mercury Mine administrative records. Indexing requirements and scheduling issues were resolved so that work on these projects could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Four work-performed compilations were created or updated during July for the following sites:

OU	SSID	Site Name
01	09H2	BROWN & BRYANT INC. (ARVIN PLANT)
00	09PM	NORTHEAST CHURCHROCK MINE SITE
00	09BY	RIO TINTO COPPER MINE
01	09K5	VALLEY WOOD PRESERVING INC.

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 16 collection
Electronic files attached to E-mails: 48 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of July, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterix below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID#	OU	Site Name
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
09GU	00	ANACONDA COPPER CO (YERINGTON)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09SK	00	CNMI AG CHEMICAL DISPOSAL PROJECT
09RM	00	COVE NAVAJO RADIOACTIVE STRUCTURE SITE
09SN	00	FELTON KING
09SD	00	FOSTER'S PLATING
09SJ	00	GUAM AG CHEMICAL DISPOSAL PROJECT
09SM	00	INGOMAR AMMUNITION
09QN	00	MCCLELLAN AIR FORCE BASE
09M6	01	MEW STUDY AREA*
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BY	00	RIO TINTO COPPER MINE
09SC	00	SAIPAN MAYOR'S OFFICE DRUM SITE
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	01	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09D7	00	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09K5	01	VALLEY WOOD PRESERVING INC.

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on July 30.

The PM held a Managers/Supervisors meeting on July 22 .

The PM held a Scanning Department meeting on July 15.

The PM held a Cost Recovery Department meeting on July 14.

The RMS IV/Assistant Manager held meeting with special projects staff on July 7.

The RMS IV/Circulation Department Supervisor held a departmental meeting on July 9 and 23.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on July 21.

The PM purchased supplies and/or equipment during July as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on July 23 a RMS V gave Deputy Director Matt Haber, TOAM Elaine Chan and several EPA summer interns a tour of the Records Center and explained the services provided. The RMS V also provided them with copies of the Records Center Fact Sheet.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On July 31, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Andy Terry on the deployment of FDCC and its affect on the quality of work and production of the Record Center. The work is ongoing July 31.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs: M-E-W Study Area, Vapor Intrusion/Indoor Air Pathway AR, Supplement 6

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

Records Center staff attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on July 16.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in August.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

9.4 Assist with Registering ECMS Users

At the request of the TOAM, a Librarian IV registered 2 EPA staff in ECMS in July.

9.5 Assist with Approving Registered ECMS Users

At the request of the TOAM, a Librarian IV approved 2 EPA staff in ECMS in July.

9.7 Attend ECMS Meetings & Teleconferences

On July 8 staff attended regular ECMS Administrative Tools training teleconference.

On July 20 staff participated in ECMS E-mail Records Management Training provided by OEI.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 25 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 6 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,545	47.2 lft.	424.7 lft.

Inventories

Records Surveyed	Year to Date
49.4 lft.	300.8 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
438.8 lft.	0 lft.	0 lft.	1,095.1 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
70	1	0	0	15	0	0	6	92

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 091N, OU 01, COOPER DRUM

One Librarian IV/Records Librarian performed indexing (103 documents, 1.77 linear feet) and three RMS II/Scanning Specialists performed scanning (896 pages) for Lien file compilation (work request #110716-1051 submitted by E Yunker). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 82.7 hours were expended on this effort during the month.

SSID 0988, OU 00, INTEL CORP (SANTA CLARA 3)

One Librarian IV/Records Librarian performed indexing (192 documents, 1.16 linear feet) and two RMS II/Scanning Specialists performed scanning (4,002 pages) for Administrative Record compilation (work request #100205-1805 submitted by M Lacey). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 116.4 hours were expended on this effort during the month.

SSID 0917, OU 04, IRON MOUNTAIN MINE

One Librarian IV/Records Librarian performed indexing (181 documents, 0.40 linear feet) and three RMS II/Scanning Specialists performed scanning (13,419 pages) for Administrative Record compilation (work request # EC-W00183 submitted by M Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 91.9 hours were expended on this effort during the month.

SSID 09BZ, OU 01, MCFARLAND STUDY AREA

One Librarian IV/Records Librarian performed indexing (238 documents, 18.06 linear feet) and two RMS II/Scanning Specialists performed scanning (1,064 pages) in order to reduce the backlog of indexing for this site. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 191.4 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Three Librarian IV/Records Librarians performed indexing (113 documents, 1.55 linear feet) and three RMS II/Scanning Specialists performed scanning (3,571 pages) for Administrative Record compilation (work request # 80126-1526 submitted by E Chan). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 97.6 hours were expended on this effort during the month.

SSID 09M6, OU 01, MEW STUDY AREA

Three Librarian IV/Records Librarians, one RMS IV/Assistant Program Manager, one RMS IV/Head Indexer & one RMS V/Program Manager performed indexing (227 documents, 0.90 linear feet) and three RMS II/Scanning Specialists performed scanning (2,232 pages) for Administrative Record compilation (work request # 100808-1510 submitted by A Lee). Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 176.2 hours were expended on this effort during the month.